

DoD Space Planning Criteria for Health Facilities

Education and Training

2.3.1. PURPOSE AND SCOPE:

This Chapter provides guidance for the planning of an Education and Training Department in a medical treatment facility.

2.3.2. DEFINITIONS:

Administrative Personnel: Administrative personnel are all personnel who do not counsel, diagnosis, examine or treat patients, but who do work that is essential for the accomplishment of the missions of a medical treatment facility. This does include military (assigned and borrowed), contract and civilian personnel. It does not include volunteers.

Education and Training: The Administrative Section responsible for managing the education and training of the staff in a medical facility. This training or education is provided to staff members to fulfill a number of needs to include: continuing medical education, phase two training for enlisted skills, new employee training and new procedures training.

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

Office: A private office is an enclosed room outfitted with either standard furniture (Room Code OFA01) or systems furniture (Room Code OFA02). An administrative cubicle is within an open room and is constructed out of system furniture (Room Code OFA03).

Skills Laboratory: This is a training room, which is a “mock-up” of a patient bedroom, complete with the bed, the headboard, privacy curtain and all other equipment typically found in a patient bedroom. The room is larger than a single bedroom to accommodate the instructor and students. It is in this room that new employees are provided training in the standard operating procedures for inpatient care.

2.3.3. POLICIES:

Education and Training: Each freestanding clinic, hospital, and medical center will have an Education and Training area.

2.3.4. PROGRAM DATA REQUIRED:

Is a Chief of Education and Training projected.
Is an NCOIC/LCPO/LPO projected for Education and Training?
How many training personnel will require a dedicated cubicle?
How many computer stations are projected for the Computer Based Training (CBT) Room?
How will the main classroom be outfitted? (table with chairs =1 and writing arms chairs = 2)
How will the second classroom be outfitted? (table with chairs =1 and writing arms chairs = 2)
Will a 2-bed Mock-up Room be required?

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2.3.5. SPACE CRITERIA:

NOTE: GP indicates that a guideplate exists for that particular Room Code.

FUNCTION	ROOM CODES	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	
Chief, Education and Training	OFA01	11.15	120	Private Office, Standard Furniture. One per projected FTE.
	OFA02	11.15	120	Private Office, Systems Furniture. One per projected FTE.
NCOIC/LCPO/LPO Office	OFA01	11.15	120	Per projected FTE.
	OFA02			
Training Personnel Cubicle	OFA03	5.57	60	Cubicle, Systems Furniture. Per projected FTE requiring a dedicated work space but not a private office.
Classroom , Table with Chairs	CLR01	37.16	400	One per Freestanding Clinic. Room furnished/outfitted with table and chairs.
		55.74	600	One classroom per Hospital. Total of two classrooms per Medical Center, may be a combination of 2-CLR01 or 2-CLR02 or one of each. Includes area for instructor and a screen (100 nsf) and seating (40 seats). Classrooms should be sub-dividable. Room furnished/outfitted with table and chairs.
Classroom, Writing Arm Chairs	CLR02	37.16	400	One per Freestanding Clinic. Room furnished/outfitted with writing arm chairs.
		55.74	600	One classroom per Hospital. Total of two classrooms per Medical Center. Includes area for instructor and a screen (100 nsf) and seating (40 seats). Classrooms should be sub-dividable. Room furnished/outfitted with writing arm chairs.
Classroom, 2-Bed Room Mock-up	CLR04	33.44	360	If included in the clinic Concept of Operations.
Computer Training	CLR03	13.01	140	Minimum (accommodates four stations). Add 20 nsf for each additional projected station. Maximum 480 nsf.
Storage	SRSE1	9.29	100	One per Clinic.
		18.58	200	One per Hospital or Medical Center.
File Room	FILE1	11.15	120	One per Department.
Audio/Visual Supply Room	SRSE1	5.57	60	One per Department.

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		m ²	nsf	
Toilet	TLTU1	5.57	60	Two unisex toilets for Clinics.
Toilet, Multiple, Female	TLTF2	16.72	180	Hospital or Medical Center. Three WC; two lavs plus 15 nsf for vestibule and 15 nsf for handicap
Toilet, Multiple, Male	TLTM2	13.94	150	Hospital or Medical Center. One WC; two UR, two lavs plus 15 nsf for vestibule and 15 nsf for handicap.